

# TRIPURA GAZETTE



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PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

## EDUCATION (HIGHER) DEPARTMENT GOVERNMENT OF TRIPURA

NO.F.1.(8-38)-DHE/Estt(G)/2022/3307(06)

Dated, Agartala 09 / 11 / 2022.

### Guideline for Career Advancement Scheme (CAS) for Diploma level Polytechnic Institution

#### Teachers

In suppression of the earlier guideline dated 29<sup>th</sup> October 2022 issued, the fresh guidelines in pursuance of the Notification No. F.1.(8-38)-DHE/Estt(G)/2019/3771-3793 dated 27/12/2019 for Career Advancement Scheme (CAS) has been designed and notified for technical teachers (/faculty members) employed in the Diploma level Polytechnic Institutions of the State.

#### 1.0 Annual Process of Promotion

- 1.1 A teacher who wishes to be considered for promotion may submit in writing in the Proforma – I, developed by the Department of Higher Education duly supported by all credentials to the Principal of the College, **within three months in advance of the due date**, that he / she fulfils all requisite qualifications.
- 1.2 Candidates, who do not fulfil the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfy all the minimum requirements and successfully reassessed.
- 1.3 The entry level and consecutive stages of promotions are shown below:

Stage	Designation	Level	Entry Pay (in Rs.)	Mode of Appointment
Entry Level, Stage-I	Lecturer	9A	56,100/-	Direct Recruitment
Stage-II	Lecturer	10	57,700/-	Promotion by Screening-cum- Evaluation Committee / Direct Recruitment
Stage-III	Lecturer (Senior Scale)	11	68,900/-	Promotion by Screening-cum- Evaluation Committee
Stage-IV	Lecturer (Selection Grade – I)	12	79,800/-	
Stage-V	Lecturer (Selection Grade – II)	13A1	131,400/	
Stage-VI	Head of the Department (HoD)	13A1	131,400/	Direct Recruitment
Stage-VII	Principal	13A1	131,400/	Direct Recruitment

- 1.4 Those who are eligible for promotions after the date of publication of the State Government Notification, vide, No.F.1.(8-38)-DHE/Estt(G)/2019/3771-3793 dated 27/12/ 2019, shall have to meet the necessary conditions such as additional qualification, undergoing industrial/professional training, pedagogical training, faculty induction program, publishing research papers etc. as per AICTE 7<sup>th</sup> CPC Guideline for faculties from Diploma level Polytechnic Technical Institutes.

(a) As per the Clause no 1.4 (c & d) of the AICTE 7<sup>th</sup> CPC Gazette Notification dated 01/03/2019, the due date of eligibility for incumbent faculty members who are eligible for promotions shall be permitted to be fulfilled till 31st July, 2022 to avail the benefit of promotion retrospectively from the date of eligibility; otherwise, they will be eligible for promotion from the date they meet these criteria thereafter.

(b) In line with the Clause no-13 of the ACTE Gazette Notification on 7<sup>th</sup> CPC dated 29/05/2020, Department is decided to offer choice to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations for being considered for promotions under the preceding Regulation for CAS.

This option can be exercised by Diploma teachers only within three years from the date of 'Pay Revision Notification for AICTE Diploma Teachers' dated 27/12/2019 issued by the Government of Tripura.

## **2.0 Training Need**

### **2.1 Mandatory Teacher Trainings**

- a) All newly appointed faculty members shall complete eight (08) modules of Faculty Induction Program (FIP) Certificate Course within first three (03) years of their service.
- b) Teachers newly appointed within last five (05) years (counted from the date of issuance of this notification) to any position shall have to mandatorily undergo eight (08) online modules of Faculty Induction Program (FIP) through Massive open online courses (MOOCs) in Study Webs of Active–Learning for Young Aspiring Minds (SWAYAM) Portal.
- c) The requirement of completing these modules is necessary to all incumbent teachers described under Para-2.1 (a) & (b), for applying for promotion / selection to next higher cadre only once in the career.

### **2.2 Industrial Training:**

As per the AICTE 7<sup>th</sup> CPC Gazette Clause no 2.12 there is a requirement of Industrial Training for the faculties of Polytechnic Colleges. Considering the present scenario, it

would be a challenge for the faculties to undergo Industrial Training due to the shortage of major industry in the State as well as entire North East. Moreover, the Department has to bear all the expenses for the training programme.

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, so Directorate of Higher Education, Government of Tripura, is in the process to devise such method so that faculties members from Diploma level Polytechnic institute can undergo industrial training.

In this regard, one separate file No.F.1(499)-DHE/Estt(G)/2020(L) has been processed for decision to get approval on the drafted regulation prepared for Industrial training.

### 2.3 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have a teaching engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project/ research/ administration may be distributed among the faculty members as per the need and availability of staff.

The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given below:

Designation	(Teaching or Laboratory hours) per week
Lecturer	18
HOD	16
Principal	6

### 3.0 Incentives for Ph. D. and other Higher Qualification

- 3.1 Five non-compounded advance increments shall be admissible at the entry level of a recruit as an Lecturer possessing a Ph.D. awarded in a relevant discipline by the recognized University/ AICTE approved Institutions following due process of admission test, course work (if applicable) and external evaluation as prescribed by the the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid Graduate Aptitude Test in Engineering (GATE) /Graduate Pharmacy Aptitude Test (GPAT) score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- 3.2 Those possessing Post-graduate degree in M. Tech. / M. Arch. / M. Plan. / M. E./ M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.



- 3.3 Teachers who complete their Ph.D. degree while in service as Lecturer shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Lecturer only if such Ph.D. is in a relevant discipline, of the discipline of employment and has been awarded by a recognized University /AICTE approved Institutes following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

#### **4.0 Additional Qualification**

##### **4.1 Research Publications**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following:

- (i) For the purpose of promotions, candidates must have published research papers in Science Citation Index (SCI) journals OR SCOPUS journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- (ii) In case of Architecture, 1 live case study or 1 live industry project as research/consultancy or 1 exceptional design having credential of very high standing/obtained high level recognition would be recognized as equivalent to 1 publication.

##### **4.2 Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as Directorate of Technical Education (DTE) / AICTE / UGC / Ministry of Education (MoE, erstwhile, MHRD) / Department of Science and Technology (DST) etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and Overall Grading. If the faculty has secured at least Very Good rating, it shall be considered equivalent to Overall Grading obtained 40-50 points out of 50 in reference to this notification for the period of deputation.

**5.0 Necessary conditions for Career Advancement Scheme (CAS) for Diploma level Polytechnic College Teachers:**

**A] Promotion for Incumbent Lecturer (Level 9A) to Lecturer (Level 10)  
[Stage – I to Stage – II]**

- a) Lecturer recruited at Level 9A shall be placed in Level 10 at suitable cell as and when the candidates acquire the Master's degree in relevant technical discipline.
- b) Lecturer of Sciences and Humanities recruited at Level 9A shall be placed in Level 10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like State Level Eligibility Test (SLET)/ State Eligibility Test (SET).
- c) In case candidates do not acquire relevant Master's degree in the case of technical disciplines and in case of candidates from Sciences and Humanities do not clear NET conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level 10 only after completion of 5 years.

**B] Promotion for Lecturer (Level 10) to Lecturer – Senior Scale (Level 11)  
[Stage – II to Stage – III]**

- a) Qualifications as prescribed for the post of Lecturer.
- b) **Completed Two weeks of Faculty Development Programme (FDP)** in the relevant area recognised by AICTE / UGC / Technical Education Quality Improvement Programme (TEQIP)/ National Institute of Technical Teachers Training and Research (NITTTR)/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/ Indian Institute of Science (IISc) / IIT / University / Government / other institute of National Importance and out of which at least one of the FDPs shall be in advanced Pedagogy. **OR One week Faculty Development Programme as above and one eight weeks duration (Massive Open Online Courses) MOOCS course with E-Certification by NPTEL-AICTE. OR Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND Completed a minimum three weeks of relevant Industrial Training as per Para 2.2. in the entire period of Lecturer (Senior scale, Level 11) to Lecturer (Selection Grade - II, Level 13A1)**
- c) Should have minimum 05(five) years of experience with an Over All Grading obtained 40-50 points out of 50 in the cadre of Lecturer. **OR** Minimum 06(six) years of experience with an Over All Grading obtained 25-40 points out of 50 in the cadre of Lecturer.

**C] Promotion for Lecturer – Senior Scale (Level 11) to Lecturer – Selection Grade-I (Level 12) [Stage – III to Stage – IV]**

- a) Qualifications as prescribed for the post of Lecturer (Senior Scale) necessarily with a Master's Degree in relevant discipline in First Class or equivalent either at

Bachelor's or at Master's level.

b) **Completed Two weeks of FDP** in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT/ IISc / IIT / University / Government / other institute of National Importance and out of which at least one of the FDPs shall be in advanced Pedagogy. **OR One week** FDP as above and **one eight weeks** duration **MOOCs** course with E-Certification by NPTEL-AICTE. **OR Completed two such eight weeks duration MOOCs** courses with E-Certification by NPTEL-AICTE. **AND** Completed a minimum three weeks of relevant Industrial Training as per Para 2.2. in the entire period of Lecturer (Senior Scale, Level 11) to Lecturer (Selection Grade - II, Level 13A1)

c) Should have minimum 05 (five) years of experience with an Over All Grading obtained 40-50 points out of 50 in the cadre of Lecturer (Senior Scale). **OR** Minimum 06 (six) years of experience with an Over All Grading obtained 25-40 points out of 50 in the cadre of Lecturer (Senior Scale).

**D] Promotion for Lecturer – Selection Grade-I (Level 12) to Lecturer – Selection Grade-II (Level 13A1) [Stage – IV to Stage – V]**

a) Qualifications as prescribed for the post of Lecturer (Selection Grade-I).

b) **Completed Two weeks of Faculty Development Programme (FDP)** in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/ IISc / IIT / University / Government / other institute of National Importance and out of which at least one of the FDPs shall be in advanced Pedagogy. **OR One week Faculty Development Programme** as above and **one eight weeks** duration **MOOCs** course with E-Certification by NPTEL-AICTE. **OR Completed two such eight weeks duration MOOCs** courses with E-Certification by NPTEL-AICTE. **AND Completed a** minimum three weeks of relevant Industrial Training as per Para 2.2. in the entire period of Lecturer (Senior Scale, Level 11) to Lecturer (Selection Grade - II, Level 13A1)

c) 1) Should have Ph. D. in relevant discipline with minimum 03(three) years of experience, 02(two) research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE/ CoA/ PCI approved list of journals with an Over All Grading obtained 40-50 points out of 50 in the cadre of Lecturer (Selection Grade - I) Level - 12.

**OR,**

2) Ph. D. in relevant discipline with minimum 03(three) years of experience, 02(two) research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE/ CoA/ PCI approved list of journals and Over All Grading obtained 25-40 points out of 50 in the cadre of Lecturer (Selection Grade - I) Level - 12

**OR,**

3) Minimum 06(six) years of experience with an Over All Grading obtained 40-50 points out of 50, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

**OR,**



4) Minimum 08(eight) years of experience with an Over All Grading obtained 25-40 points out of 50 in the cadre of Lecturer (Selection Grade-I) Level - 12

**6.0 Constitution of the “Screening-Cum-Evaluation Committee” for CAS Promotion of Faculty Members in Polytechnic Institutions from One Level to next Higher Level and related guidelines:**

***A) Constitution of Screening-cum-Evaluation Committee***

The Screening-cum-Evaluation Committee for the post of Lecturer (Level 10), Lecturer (Senior Scale), Lecturer (Selection Grade-I), and Lecturer (Selection Grade - II) in College shall have the following composition:

- a) The Principal of the College to be the Chairperson of the Selection Committee.
- b) Head of the Department / Branch (HoD) of the concerned subject in the College.  
If HoD/ HoD (I/C) of the Department concerned is one of the eligible candidate for CAS promotion of the College, the other senior most College teacher of the Department/ other Institutes would be the member.
- c) Two subject-experts in the subject concerned to be nominated by the Vice-Chancellor/Acting Vice Chancellor of the affiliating university from the panel of experts. If no subject expert is available, other senior-most teachers could be nominated.
- d) The quorum for this committee in all categories shall be three, which will include one subject expert / university nominee.

***B) Guidelines for the Committee***

(i) The Screening-cum-Evaluation Committee on verification / evaluation of grades secured by the candidate who applied to avail CAS through the Assessment Criteria and Methodology Proforma designed by the Department of Higher Education, Govt of Tripura based on the AICTE Regulations.

The committee shall recommend to the Director, Higher Education about the suitability for the promotion of the candidate(s) under CAS for implementation.

(ii) After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

(iii) The Eligibility and Assessment of the performance of College teachers for the CAS promotion is based on the following steps. A candidate needs to fulfil all the requirements of step-I, II and III below in order to be finally selected for CAS promotion.

**Step-I** A candidate needs to fulfil all the criteria as laid down in Para 1, 2, 4, and 5 of this Notification as per the level of CAS promotion applicable to him/her. For assessment of these criteria a candidate has to submit all the relevant information to the Principal / Principal (I/C) of the College as per Proforma - I.

**Step-II Teaching-Learning Evaluation or Calculation of 360 Degree Feedback Score:**

The commitment to the teaching based on observable indicators, like, being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

In this regard the following API score as per the Table below need to be fulfilled:

360 Degree Score	SI	Nature of activity	Maximum Score
Teaching Process (Maximum Point 60)	1	Lectures, Seminars, Tutorials, Practical, Contact hours undertaken takes as percentage of lectures allocated.	10
	2	Maintaining 'Course File' on weekly basis as approved by the College.	30
	3	Preparing and imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students.	10
	4	Use of participatory and innovative teaching-learning methodologies, online content development, updating of subject content, course improvement etc.	10
Departmental Activities (Maximum Point 20)		All responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA or AICTE work, sponsored projects, departmental newsletter etc. The teacher will earn 3 points per semester for each activity up to a maximum of 20.	20
Institute Activity (Maximum Point 30)	1	Examination duties (invigilation, question paper setting following norms as approved by the College & Evaluation / assessment of answer script) (as per allotment)	10
	2	Sessional & Internal Examination record preparation	5



		and preserving following norms as approved by the College.	
	3	Administrative responsibilities such as HoD, Academic Coordinator, responsibilities related to TEQIP /NBA /NIRF/ AICTE projects etc., Warden of Hostel, Training and Placement officer, Examination In-charge, Estate Officer, Member of different administrative committees of the College etc. The candidate will earn 2.5 points per semester for each activity up to a maximum of 10.	10
	4	Organizing seminars/ conferences/ workshops, other college/ university activities.	05
Student Related Activity (Maximum Point 20)	1	Student related co-curricular, extension and field based activities such as student clubs, career counselling, <b><u>Student counselor</u></b> , study visits, student seminars and other events, Induction Program, cultural, sports, NCC, NSS, etc.	10
	2	Students' Feedback (Total marks of the feedback reduced to the scale of 10 per Semester; and then taking average of all Semesters)	10
Contribution to Society (Maximum Point 20)	1	Services rendered to the other organization/NGO/Society.	05
	2	Participating / Organizing Swachha Bharat Abhiyan, Unnat Bharat Abhiyan, Yoga Classes, Blood Donation, Vannamahotsava, <b><u>or other similar nature works etc.</u></b>	05
	3	On-going and completed Research projects & Consultancy	05
	4	Professional Membership (per Membership, 2.5 marks)	05
<b>Total Marks:</b>			<b>150</b>

A candidate needs to obtain minimum 60% score, out of the above activity parameters, to become eligible for CAS promotion.

(iv) The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.

(v) In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

(vi) The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet will be prepared exhibiting his score in every year.

**Step-III** The college teachers shall submit to college an annual self-appraisal report in the prescribed Proforma supplied by the Directorate. The report should be submitted at the end of every academic year, within the stipulated time.

The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, submitted to the Head of the Department (HOD) / HOD (In-charge) for verification.

After verification, HOD / HOD (In-charge) will forward the same to the Principal / Principal (I/C) for next course of action.

In the ACR, minimum grade of 'Good' is required for becoming eligible to avail CAS benefit.

**C] Assessment Process -- Assessment Criteria and Methodology:**

- 1) The criteria for promotion under CAS laid down under these Regulations shall be effective from the date in line of Para 1.4 above.
- 2) A teacher who wishes to be considered for promotion under CAS may apply to the college, following Para 1.1 and 1.2 above.
- 3) In order to avoid any delay in holding the Screening-cum-Evaluation Committee meetings for various positions under CAS, the College may initiate the process of screening / selection, and complete the process within six months from the receipt of application.
- 4) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- 5) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the College/Department on the date of consideration by the Committee.
- 6) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

**OR,**

If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Step-I, II and III above at a later date and applies on that date and is successful, his/her promotion shall be effected from that date, when the candidate fulfils the eligibility criteria.

**OR,**

The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year, in line of Para 1.2. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected from that date, when the

candidate fulfils the eligibility criteria.

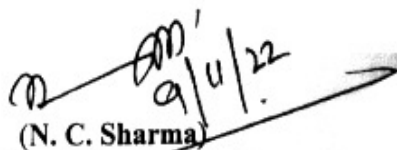
- 7) Regarding the cases pending for promotions from one Academic Level / Grade Pay to another Academic Level / Grade Pay under the Career Advancement Scheme provided under the AICTE Regulations on Minimum Qualifications for Appointment of Teachers in Technical Colleges and Measures for the Maintenance of Standards set up by the MoE (earlier MHRD). in Higher Education, the teachers shall be given the option to be considered for the promotion from one Academic Level / Grade Pay to another Academic Level / Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS under this revised AICTE Regulations, 2019 accepted and notified by the Department vide Notification No.F.1.(8-38)-DHE/Estt(G)/2019/3771-3793 dated 27/12/2019.

**OR,**

(b) The teachers shall be considered for the promotion from one Academic Level / Grade Pay to another as per the CAS provided under the Guideline issued, vide, this Department's Notification No.F.1(13-1)-DHE/Estt(G)/12 dated 19.10.2012, till 27<sup>th</sup> December, 2022.

- 8) The Principal / Principal (I/C) will collect the information from the eligible College teachers as per Format-I and constitute the committee as per above for screening and evaluation as per the assessment criteria and methodology and put grade defined at Step-I to III above and send a status report as per the format with the recommendation of the committee for taking final decision by the Department of Higher Education, Govt of Tripura.

  
(N. C. Sharma)

Additional Secretary to the  
Government of Tripura.



**EDUCATION (HIGHER) DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

**PROFORMA – I: SELF APPRAISAL FOR PROMOTION UNDER CAS**

(For faculties from Polytechnic Institutions)

**PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in block letter)	
2	Name of the Parent	
3	Nationality	
4	Date of Birth	
5	Sex & Marital status	
6	Date of 1 <sup>st</sup> entry as Lecturer under Education (Higher) Department	
7	Name of the Institute / College in which posted	
8	Existing designation and Grade pay	
9	Date of last promotion under CAS / appointment by direct recruitment	
10	Date of eligibility for promotion under CAS	
11	Eligible for movement under CAS as prayed for	From Stage _____ to Stage _____
12	Address for correspondence with mobile number	

**13. Post held after Appointment under this Department**

Designation	Subject / Department	Date of Actual Joining		Grade
		From	To	

14. Period of Teaching experience: \_\_\_\_\_ (in Years)

**PART - A.1: ACADEMIC RECORDS** (add rows if required)

**1. Academic Qualifications** (Since Madhyamik, till Post Graduation)

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks / CGPA obtained	Division/ Class/ Grade	Subject taken

**2. Research Degree(s)**

Degree	Title	Date of Award	University
M. Phil			
Ph. D. /D. Phil			
D. Sc. / D. Litt.			

**3. Research experience** excluding years spent in M. Phil / Ph. D. (in year):

**4. Fields of specialization** under the subject / discipline:

a	
b	
c	
d	

**5. Research Guideline:**

Sl. No.	Number enrolled with the name of the Scholar	Thesis submitted	Date of Degree awarded
M. Phil or equivalent			
M. Tech			
Ph. D. or equivalent			

**PART – B: TRAINING RECORDS** (add rows, if required)

- 1) Mandatory Teacher Training as per AICTE Teacher Training Module:  
(for new inductee & on / below 05 years of service as Lecturer)

Module	Name of the Course	Duration with period	Percentage of marks scored	Enclosure No.
01				
02				
03				
04				
05				
06				
07				
08				

- 2) Industrial / Professional Training:

Name of the Course/ School	Place	Duration with period	Trainer / Agency	Enclosure No.

- 3) Academic Staff College MOOCs / SWAYAM / FDP / On-line Courses attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency	Enclosure No.

- 4) Experience acquired in the Post of ---

Sl.	Present Level of the Post	Period of Experience		Enclosure No.
		From	Up to	

- 5) Research Publication and Academic Contribution:

- a) Papers published in Journals/ Articles or Chapters published in Books/ Conference Proceedings

Sl. No.	Title with page nos.	Journal/ (Book title, editor and publisher)/ Conference proceeding	ISBN / ISSN No.	Whether peer reviewed, Impact Factor, if any



**PART – C: RECORD OF OVER ALL GRADING** (add rows, if required)

**1) Teaching - Process (Maximum Points 60)**

- a) Lectures, Seminars, Tutorials, Practical, Contact hours undertaken takes as percentage of lectures allocated [Maximum Marks: 10]

Sl. No.	Semester	Course Code/ Name	No. of Class scheduled in the Semester	No. of total classes actually held	Marks earned = $[10 \times (\frac{V}{IV})]$	Enclosure No.
I	II	III	IV	V	VI	

- b) Maintaining 'Course File' as per NBA norms [Maximum Marks: 30]

Sl.	Parameters of the Course File as per NBA norms, to be considered.  (Self certified documents will be provided by the applicant, with subject-wise Annexure No.)	Percentage of 'course-file maintained' for a <b>subject</b> , awarded by concerned applicant (For multiple subjects, after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score (to be provided by the Principal after verification)  Scoring pattern: 91-100% =06 81-90%=05 71-80%=04 61-70%=03 41-60%=02 Upto 40%=01
i	Mapping of CO with Cognitive level of Learning.		06		
ii	Mapping of CO with POs and PSOs		06		
iii	Prepared Course Plan		06		
iv	Prepared detailed Lesson Plan		06		
v	Calculating attainment of CO, PO and PSO		06		

c) Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students [Maximum Marks: 10]

Sl.	Parameters to be considered as per NBA norms.  (Self certified documents will be provided by the applicant, with subject-wise Enclosure No.)	Percentage of completion of the parameter per semester, awarded by concerned applicant (For multiple subjects, after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score  (to be provided by the Principal after verification)  Scoring pattern: 91-100% =05 71-90%=04 51-70%=03 41-50% =02 Upto 40%=01
i	Submitted class note prepared as per Lesson Plan		05		
ii	Prepared and approved Laboratory Manual		05		
iii	Developed and approved Teaching aid by the HoD		05		
iv	Developed additional Study resources		05		

d) Use of participatory and innovative teaching-learning methodologies, online content development, updating of subject content, course improvement etc. [Maximum Marks: 10]

Sl.	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	Activities done with proof (to be provided by the teacher)	Score  (to be provided by the Principal after verification)  Scoring pattern: If 'Yes' - 10, If 'No' - 0.	Enclosure No.

**2) Departmental Activities (Maximum Points 20)**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**3) Institute Activities (Maximum Points 40)**

**a) Examination Duties [Maximum Marks: 10]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**b) Sessional and Internal Examination related Activities [Maximum Marks: 05]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**c) Administrative Responsibilities [Maximum Marks: 10]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**d) Organising Other College/ University Activities, like, Seminar, Conference, Webinar, etc. [Maximum Marks: 05]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.



**4) Student Related Activities (Maximum Points 20)**

a) Student related co-curricular, extension and field based activities [Maximum Marks: 10]

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

b) Student Feedback [Maximum Marks: 10]

Sl.	Semester	Course Code/ Name	Average Student feedback on the scale of 40	'Marks scored' converted into the scale of 10	Enclosure No.

**5) Contribution to Society (Maximum Marks: 20)**

a) Services Rendered to Other Entity [Maximum Marks 05]

Sl.	Details (Mention Year & month, Role performed, Value, etc., where relevant)

b) Services Rendered to Society [Maximum Marks 05]

S.No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

c) On-Going and Completed Research Project and Consultancies [Maximum Marks 05]

Sl.	Title	Agency	Period	Grant / Amount mobilized (Rs. In Lakhs)

d) Membership of Professional Body [Maximum Marks 05]

Sl.	Name of the Professional Body	Membership Number	Membership	
			Valid from	Date of Expiration

### SUMMARY

Summary	Academic Year – 1	Academic Year - 2	Academic Year – 3
A. Teaching Process (Max Points 60)			
B. Departmental Activities (Max Points 20)			
C. Institute Activities (Max Points 30)			
D. Student Related Activity (Max Points 20)			
F. Contribution to Society (Max Points 20)			
Total (Max Points 150)			
Averaging of Total	= Total of (AY1+AY2+AY3) / 3		

#### ## LIST OF ENCLOSURES:

(Self - attached copies of certificates, sanctioned orders, papers etc. where ever necessary)

I certified that all information provided here, are correct as per records and also submitted to the College.

**Signature of the Faculty**  
**With designation, place and date**

I verified all information provided here (up to Page 09), are correct as per records available with the Department / College / me.

**Signature of the HoD**  
**of the Department with seal and date**

**PART – D: REMARKS OF THE REPORTING AUTHORITY**

1. Length of the service under the reporting authority during the period of reports:
2. Please specify whether Reporting Authority has submitted his/her report within the prescribed period, if not reason therefore:
3. State the Health condition of the Teacher:
4. Comments on self assessment of the Teacher..(Please give details/aspects of performance with which you disagree or would like to elaborate):
5. Assessment by Reviewing Authority:

Sector/Component	Total marks	Marks allotted by the Reviewing Authority
Teaching Process	10	
Departmental Activities	10	
Institute Activity	10	
Student Related Activity	10	
Contribution to Society	10	
Total	50	

6. Overall grading:

Grade	Score	Grade obtained
Outstanding	45-50	
Very Good	39-44	
Good	33-38	
Satisfactory	27-32	
Below the expectation level	1-26	

7. Recommendation:

The faculty member bears reasonable capacity to discharge his / her duties in a responsible position to which he / she will be favored with placement under CAS and recommended for consideration of the personal.

**Signature of the Principal of concerned Institution  
(With seal)**

**N.B.:-** If any transfer of the faculty members involves for the preceding 05 (five) years, the



existing Principal / Principal In Charge may collect information from the Institution and provide ACRs / recommendation of the case from the existing Establishment of the incumbent.

**PART – E: REMARKS OF THE ACCEPTING AUTHORITY**

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**Signature of the Accepting Authority**  
(Director, Higher Education)

Name-

Designation-

Date-